

Notice Inviting e-Tender No. WBPTEL/ADG/eNIT- 05 /Wireless Stores/2018-19

Date: 19/7/2018

The Addl. Director General & Inspector General of Police, Telecommunication, West Bengal invites e-Tenders on behalf of Home Department, Government of West Bengal from the bonafide firm or Industrial undertaking organization etc. who has specific tender authorization (desirable) for the work in the table below:-

Sl. No.	Name of Work	Quantity
1	Charges for Installation & Dismantling of 1 (one) PTZ analog CCTV Camera as 1 (one) unit (including all charges)	62
2	Charges for Laying & Dismantling of RG 11 Cables per 100 Mtrs as 1 (one) Unit (including all charges)	200
3	Charges for Installation & Dismantling of 1 (one) Network PTZ Camera as 1 (one) unit (including all charges)	5
4	Charges for Installation & Dismantling of 1 (one) Network Bullet Camera as 1 (one) unit (including all charges)	48
5	Charges for Laying & Dismantling of Cables per 100 Mtrs (including OFC,CAT-6 ,Power Cable which ever where required) as 1 (one) Unit (including all charges)	280
6	Rate of Joint Box (per Unit)	40
7	Rate of OFC Patch Cord including pigtail socket (per metre)	40
8	Rate of Splicing / Joining of OFC & OFC Patch Cord (per Joining) as 1 (one) unit (including all charges)	50
9	Rate of Networking per Site as 1 (one) unit (including all charges)	30

**N.B.: Cameras, Cables and other accessories will be provided by this office. Rates to be quoted as per Region inclusive of all charges viz. Transportation, Fooding, Lodging, GST etc.**

**Splicing Machine should be arranged by the L1 bidder at his own cost at the time of doing scheduled work.**

### ELIGIBILITY OF BIDDERS:

1. In the event of e-filing, intending bidder may download the Tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. **Earnest money Rs. 20,000/- (Rupees Twenty Thousand) only may be remitted through Demand Draft from any Nationalized Bank in favour of Additional Director General & Inspector General of Police, Telecommunication, West Bengal** and should be submitted physically at the Office of the Addl. Director General & Inspector General of Police Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040 under the sealed cover" as per Date & Time, mentioned in Clause 10.
2. Technical bid and Financial Bid are to be submitted online (both words & figures) concurrently duly digitally signed in the website: <https://wbtenders.gov.in> as per Date & Time schedule stated in Clause 10.
3. The selected contractors shall have to deposit 5% security deposit of the total contract value of the items in favour of the Additional Director General & Inspector General of Police Telecommunication, West Bengal in G P Notes/ Bank Guarantee Bond/F.D.R. of any nationalized bank and to execute an agreement of contract within 3 (three) days from the date of issue of the work order failing which the letter of acceptance, so issued, may be treated as cancelled as well as the earnest money so deposited may be forfeited and the firm may be blacklisted. No interest would be paid on the performance Security Deposit. Payment will be made as and when fund will be available from the concerned source subject to complete supply of articles.
4. (a) A tender Bidder, after being accepted by the undersigned authority, shall be liable to supply manpower in question as per the accepted rate, for a period of one year from the date of acceptance, without any hike in the charges, whatever are the circumstantial criteria thereby.  
(b) Conditional/incomplete bid will not be considered.  
(c) **Tenderers should specify the address within the City of Kolkata** and Phone/Mobile, Fax No. /e-mail I.D. for the purpose of quick communication in the event of urgency.  
(d) Deviation Statement (if any) may also be enclosed.
5. It should be noted that the firm/firms will be selected purely on a "PROVISIONAL BASIS" and the forecast requirement may increase or decrease by any quantity during the period of validity of the tender.
6. Addl. Director General & Inspector General of Police, Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to, divide the contract amongst any number of tenderers, if required so.  
Addl. Director General & Inspector General of Police Telecommunication, West Bengal does not bind himself to accept the lowest rate.
7. **Any programme like Ganga Sagar Mela, Rash Mela, Jagatdhatri Puja, Durga Puja, Rath Yatra, Shrabani Mela etc the selected Bidder shall have to install, maintain and dismantle the CCTV Cameras and cables till the end of the Programme. The technical expert of the selected bidder should be available 24 hours on and from, during and end of the programme. The transportation and accommodation should be arranged by the selected bidder at their own.**
8. Orders for the supply of manpower with necessary tools, ladders, fooding, lodging charges etc. shall be arranged by the firm after execution of the agreements, and execution of work shall have to be made in such requirement may be fixed or spread over the period of works will be specified in the supply orders by us in pursuance of the agreements. The successful tenderer will have to supply manpower etc. within 24 hours of the specified time schedule. As regard to credentials, the participating bidders must have to submit an undertaking about the skill of the labours.
9. Selected contractors will have to supply manpower according to the requirement placed with the firm from time to time within the specified period on emergent need, failing which the firm may be blacklisted with the forfeiture of security deposit. In the event of the non-attendance of manpower or if the manpower supplied by the selected contractors is found to be sub-standard/unskilled, the Addl. Director General & Inspector General of Police Telecommunication, West Bengal may (without notice to the contractors) arrange from elsewhere the requirement, in that case the charges will be beared by the L1 bidder.

10. In case of any loss or damage of Government equipment or accessories caused, intentionally or unintentionally by the labours of the farm at the time of installation or dismantling, the firm shall be held responsible and liable to pay the damerage charges which will be fixed up by the authority at a reasonable rate.
11. The participating bidders must have Insurance Coverage for the laboures, credentials for such works. In case of any accident or injury or death of labour/s at the time of work, the Farm / Employer shall be responsible solely.
12. Bidders should participate for all the 9 (nine)) items as mentioned in the table in 1<sup>st</sup> paragraph of this NIT. Financial Evaluation will be done on the combined rates for the total items and L1 will be selected as a summation of Sl. No. 1 to 9 as mentioned in NIT.
13. The bidders should have experienced networking professionals.

**10. DATE & TIME SCHEDULE:**

SI. No.	Particulars	Date & Time
1	Date of uploading of NIT Documents (Online)	19.07.2018 at 1800 Hours
2	Documents download/Sell Start date (Online)	19.07.2018 at 1800 Hours
3	Date of hoisting of documents at Departmental Website "policewb.gov.in"	19.07.2018 at 1400 Hours
4	Bid submission start date (Online)	19.07.2018 at 1800 Hours
5	Bid submission closing date (Online)	20.08.2018 at 1400 Hours
6	Last date of submission of Earnest Money Deposit and self attested copies of (Offline)	20.08.2018 at 1400 Hours
7	Technical Bid opening (Bid A)	23.08.2018 at 1400 Hours
8	Date of uploading list of technically qualified bidders	To be notified later
9	Date for opening of Financial Proposal (Bid B) (Online)	To be notified later
10	Date of uploading list of bidders along with the approved rates	To be notified later

11. **Bid opening Location:** Office of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040.

12. Canvassing on the part of tenderers will render his tender to cancellation summarily.

13. **For any clarification of the e-Tender, Tenderers are requested to contact with O/C CCTV or Inspector of Police (Stores), Telecommunication Hqrs., 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040.**

**N.B.:** Any inconsistencies in the descriptions may be expeditiously brought to the notice of the Tendering authority.

**INSTRUCTIONS TO BIDDERS**

**GENERAL GUIDANCE FOR e-TENDERING:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

**I. REGISTRATION OF THE CONTRACTOR:**

Any contractors willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the Web Portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

**II. DIGITAL SIGNATURE CERTIFICATE (DSC):**

Each Contractor is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above DSC is given as a USB e-Token.

**III.** The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**IV. SUBMISSION OF TENDERS:**

Tenders are to be submitted through online to the website stated in Clause-I in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digital Signed. The documents will get encrypted (transformed into non readable formats).

**V. PENALTY CLAUSES:**

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS: If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenders who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

**VI. TECHNICAL PROPOSAL:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**(a) Statutory Cover containing the following documents:**

(1) NIT (2) EMD

**(b) Non-statutory Cover containing the following documents:**

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:-

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

SI. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST Registration, Trade License, Income Tax, PAN, Letter of Authorization/DPL (Dealer Possession License)/ OEM (Original Equipment Manufacturer), Latest P.Tax (Challan).
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License), Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney.
C	Credential	Credential - 1	Similar nature of work done & completion certificate, which is applicable for eligibility in this tender.
D	Returns	Income Tax	Last 3 Financial Year's of Income Tax i.e. for 2015-16 2016-17 & 2017-18

**NOTE: BLACK & WHITE SCAN, MULTIPAGE SCAN, DPI MAX 200-300**

**I. FINANCIAL PROPOSAL:**

(a) The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ (Bill of Quantities).

(b) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

(c) The financial proposal should contain the following documents in one cover (folder) i.e., BOQ (Bill of Quantities).

(d) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**OPENING & EVALUATION OF TENDER:**

1. Opening of Technical Proposal: A Committee comprising of Superintendent of Police, Deputy Superintendent of Police, and a team of Technical officers of Telecommunication West Bengal will open the Technical bid of the Tender.
2. Intending Tenderers may remain present if they so desire.
3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
5. Summary list of technically qualified tenderers will be uploaded online.
6. Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
7. During evaluation, the committee may summoned of the Tenderers and seek clarification/information or documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
8. **Bidders should participate for all the items as mentioned in the table in 1<sup>st</sup> paragraph of this NIT. Financial Evaluation will be done on the basis of combined rate for all the items.**

**II. REJECTION OF BID:**

The Addl. Director General & Inspector General of Police Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of Tenderers if required so and to place order for more or less than the quantity mentioned in the forecast requirement. The Addl. Director General & Inspector General of Police, Telecommunication, West Bengal does not bind himself to accept the lowest rate.

**III. AWARD OF CONTRACT:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance both online & offline to save time. The notification of award will constitute the formation of the Contract. The Agreement in prescribed format in admissible stamp duties will incorporate all agreements between the Tender Accepting Authority and the successful bidder/bidders. The time frame for attending the fault and restoration of equipment and penalty clause for the defaulters will be included in the agreement. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in the N.I.T. along with requisite cost through Demand Draft issued from any nationalized bank in favor of Addl. Director General & Inspector General of Police Telecommunication, West Bengal for the concerned work within time limit to be set in the letter of acceptance.

***Payment Terms: After receipt satisfactory "Work done Certificate" which should be signed from the In-Charge and Supervisory Officer/s on duty as per pro-forma given by us.***

**IV. VALIDITY PERIOD:**

***The contract period will be up to September, 2019.***

  
Addl. Director General & Inspector General of Police  
Telecommunication West Bengal

## FORMAT FOR CHECK LIST

<b>Sl.No.</b>	<b>Items</b>	<b>Pl mark ✓</b>		<b>Page No.</b>
1	Application submitted in Annexure - I	Yes	No	
2	Annexure - II (Authorization letter of signatory from the Company)	Yes	No	
3	Annexure - III (Copy of agreement between the manufacturer and the Distributor)	Yes	No	
4	Copy of PAN Card of the authorized signatory	Yes	No	
5	Copy of Demand Draft/Pay order as applicable in favour of the Director General & Inspector General of Police Telecommunication, West Bengal - as Earnest Money	Yes	No	
6	Last 3 financial years' returns of Income Tax, i.e., for 2014-15 2015-16 & 2016-17	Yes	No	

## Annexure - I

### APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full Address and Contact No., etc.)

**To: The Addl. Director General & Inspector General of Police  
Telecommunication, West Bengal  
3 Manik Bandyopadhyay Sarani  
Tollygunj, Kolkata 700 040**

Sub: Declaration of the Bidder/Applicant(s)

Ref: Notice Inviting e-Tender No. .... Date .....

Sir,

Having examined the pre-qualification & other documents published in the NIT, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of ..... in the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure - II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the specified work and assured to execute with full satisfaction to the West Bengal Police Telecommunication, Government of West Bengal as mentioned in the NIT within the stipulated period.
4. We propose that the order and bill should be raised in our name.
5. I/we hereby declare that my/our firm is responsible and liable to pay the damerage charges of Government equipment or accessories caused by the laboures, if any.
6. I/we hereby agree that my/our firm will always provide skilled manpower for the execution of the job which will be assigned to us. I/we hereby declare that insurance coverage for the labours provided by me/us has been done and I/we shall be solely responsible in case of any accidental injury or death of my/our labour/s at the work site.
7. I/we understand that:-
  - (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
  - (b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:-

Signature of applicant including title.  
and capacity in which application is made.  
Telephone No.:  
Mobile No.:  
e-Mail Address:



## Annexure - II

Authorization letter from Company for authorized signatory.